

Ch/G Staff Meeting
22 April 1958
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Chief/G</u>	<u>Action Required of Divisions</u>
1	New actions to be submitted only if allowable under St/A's formula.	
2		Chiefs, D/GL, D/GC, and D/GG to attend briefing at 0900 on 24 April.
3		25X1A9a [redacted] to pass on commendation.
4		Divisions to submit ideas to Ch/G by NOON, 25 April.
5		List to be given wide distribution within the Divisions.
6		Formula to be applied by Division Chiefs before submission of actions.
7		Chief, D/GC, will contact Chief, D/GL to discuss.
8		D/GL to continue maintenance of program.

Meetings 3-1

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 22 APRIL 1958

25X1A9a

1. Ceiling and T/O Problems

At the invitation of Ch/G, Chief St/A spoke to the group on the subject of "Ceiling and T/O Problems". [REDACTED] indicated that the GRA is presently over strength and cannot bring new people in unless justified by expected personnel losses (as computed by a formula, drawn up in St/A). The "flexible T/O", which is to come into use in the next 60 days or so, was explained. Under this, each component will be able to arrange its slots in each grade within the organization as workload and priorities dictate; a "planning paper" will be prepared each year to review the current organization and give the proposed organization for the coming year. [REDACTED] also discussed manpower utilization, supervisory relationships, and competitive promotions. 25X1A9a

2. Briefing of the Newly Appointed 25X1X7

Ch/G announced that there would be a briefing of [REDACTED] in 1114 M on Thursday, 24 April, at 0900. [REDACTED] (Asst. to the DD/I for NSC and National Estimates) has been designated as the next assignment. [REDACTED] and the briefing is in preparation for this assignment. [REDACTED] asked that [REDACTED] participate. (A separate briefing will be arranged with D/GP at a later date.) 25X1A9a

3. G-19: Postwar Development in the Western Territories of Poland 25X1A9a

Personnel on the Polish Desk in State have been highly complimentary of D/GG's study on "Western Lands" of Poland (G-19). [REDACTED] asked that [REDACTED] pass this commendation on to the responsible analyst. 25X1A9a

4. Ideas for Collection Systems

Ch/G distributed copies of a memo from Chief, St/I (with an attachment from the DD/I), asking for any new ideas we might have in regard to collection systems. The DD/I's memo asks for "new ideas, regardless of how impractical they may seem". [REDACTED] asked that the first go-around on these ideas be submitted to him by NOON, Friday, 25 April. 25X1A9a

*Present only for discussion of Item No. 1

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5. Indicators List

Ch/G announced that we would soon receive copies of a "General Indicators List", which has been developed for distribution to the IAC agencies. Dr. Guthe asks that this List be given wide distribution within the Divisions.

6. Formula for Submittal of Personnel Appointment Actions

Ch/G gave the group the following formula (drawn up by St/A), which is to be applied by each division prior to the submittal of any new personnel actions:

$$A = S - [r(n) + c] + e$$

A = Estimated professional strength

S = Present strength

r = Average monthly attrition rate, based upon the losses over the immediately preceding six-month period

n = Estimated number of months to EOD date

c = Number of committed personnel gains not yet included in S

e = Number of proposed EOD action(s)

This is a guide to size up what the situation will be at the time the person would be brought in on duty.

7. Tour by European Cartographers

25X1A9a

Chief, D/GC, said he would like to get together with [redacted] to work out some way to show several European cartographers -- presently in town -- through D/GC and D/GI.

8. Vital Storage

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[redacted] what the priority was for the maintenance of the Vital Storage Depository. [redacted] indicated this program must continue, and that it should not be allowed to lapse -- at least not to the point where we couldn't catch up within a reasonable period.